

SecretariatDRAFT
10 March 1978NOTES FOR THE DIRECTOR

I continue to find my weekly meetings with representative groups of Agency employees stimulating and conducive to generating excellent suggestions. The Secretarial group I met with last year recommended that a secretarial/clerical management advisory group be formed. I'm pleased to inform you that the DDCI and I recently approved the charter for the new Secretarial/Clerical Management Advisory Group. We will be looking to this group for advice on secretarial/clerical issues and encourage you to forward any suggestions to your representative in the group. is the current chairman of the group and an Employee Bulletin will be/has been issued listing the other representatives.

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